



## Peace Corps Nepal

### VACANCY ANNOUNCEMENT Vacancy # 15-008

<b>OPEN TO:</b>	All Interested Candidates
<b>POSITION:</b>	Administrative Assistant/Receptionist, Personal Services Contractor
<b>OPENING DATE:</b>	August 17, 2015
<b>CLOSING DATE:</b>	August 31, 2015
<b>WORK HOURS:</b>	Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in 140 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. [www.peacecorps.gov](http://www.peacecorps.gov)

The Peace Corps program in Nepal places American Volunteers in two-year assignments in villages and towns across the country.

#### **BASIC FUNCTION OF THE POSITION**

Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Administrative Assistant.

Under the Director of Management and Operations' specific directions on procedures, objectives and timeliness, the Administrative Assistant/ Receptionist is responsible for answering phone calls/emails and compiling and disseminating faxes, mail, incoming Volunteer forms, etc. This position needs to be able to multi-task, adapt to pressure, and demonstrate patience, proficient computer skills, attention to detail, and exhibit tact and diplomacy when interacting with vendors, contractors and Volunteers. This position will also include responsibility for Medical Inventory Clerk and Property Inventory Bar Track Database Clerk duties.

#### **MINIMUM QUALIFICATIONS REQUIRED**

- Intermediate or +2 degree in a relevant field, and 3 years' administrative experience in a professional office with American or other international organizations.
- Fluent, both English and Nepali (written and spoken).
- Must have knowledge of International Development work, Cross Cultural Awareness, Governmental and Non-Governmental Organizations Operations.
- Must have computer experience with superior skills in Microsoft Office Word and Excel.
- Demonstrated good working knowledge of administrative procedures, filing, time management and organizational skills.
- Demonstrated good interpersonal skills and ability to take initiative and work with minimal supervision.
- Must be able to perform administrative responsibilities efficiently and in compliance with Peace Corps and other relevant regulations.
- Must meet US Embassy security clearance requirements.

**DESIRED QUALIFICATIONS:** Knowledge of basic accounting, travel management, and database programs. Experience with inventory management helpful. Nepali typing is desirable.

#### **TO APPLY**

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter with monthly salary requirements in English addressing the qualification requirements by email to: [nepaljobs@peacecorps.gov](mailto:nepaljobs@peacecorps.gov) by 5 PM on Monday, August 31, 2015. Your submitted CV must indicate number of years' experience using Microsoft Office Word and Excel and any specific training received in these applications.